

Engineering Aide

The City of Troy is seeking applications and resumes for the position of Engineering Aide.

The pay grade and salary range for this position is: Grade 10, Salary Range \$31,892-\$49,126

This position involves the performance of routine engineering tasks of a sub-professional nature. The work may be performed either in the office or in the field in connection with the investigation, development, construction and/or maintenance of engineering projects. The difficulty of assignments performed gradually increases as proficiency is acquired. Duties are performed under the direct supervision of the City Engineer. Specific and detailed explanations are given for each new duty to be performed. Does related work as required.

Typical Work Activities: (illustrative only)

- Performs project research including maps, files and other records;
- Assists with grant and other project supervision including contract documents, project oversight, grant and contract claims, project budget/schedule/cost accounting and general project representation;
- Coordinates work and projects with city departments, other government agencies, utilities, contractor representatives and property owners;
- Receives, researches and reports on citizen inquiries;
- Participates in community/public meetings and workshops;
- Performs routine clerical work, including that requiring familiarity with engineering practices;

Full Performance Knowledge, Skills, Abilities and Personal Characteristics:

Good knowledge of mathematics; ability to read, interpret and prepare blueprints; ability to use drafting and surveying instruments; working knowledge of current software programs involved in engineering and surveying work, manual skill and mechanical aptitude; ability to understand and follow oral and written directions; basic drafting, drawing and schematic techniques; ability to perform the essential functions of the position in a reasonable manner.

Minimum Qualifications:

Possession of an Associate's Degree from an accredited or NYS registered college or university in Civil Engineering Technology, Construction Technology, Construction Management, Public Administration or a closely related field;

OR

The possession of sixty (60) college credits from an accredited or NYS registered college or university with specialization in Civil Engineering Technology, Construction Technology, Construction Management, Public Administration or a closely related field and one (1) year full-time paid experience in engineering technology, construction, maintenance or mechanical work under the supervision of a skilled craftsman;

OR

Graduation from high school or possession of a GED and two (2) years full-time paid experience in engineering technology, construction, maintenance or mechanical work under the supervision of a skilled craftsman;

OR

An equivalent combination of education and experience as described above.

Note: The City of Troy is an Affirmative Action / Equal Employment Opportunity employer. Hiring and promotion decisions in the City service are based solely upon qualifications and ability, and the City does not discriminate on any other basis. Minorities are encouraged to apply.

The successful candidate will be required to take and pass an exam administered by the NYS Dept. of Civil Service. If not a Troy resident, the successful candidate will have ninety (90) days to move into the City and maintain residency.

Please forward applications and/or resumes by **July 15, 2016** to: Personnel Office, City of Troy, 433 River St, Troy, NY 12180; OR to employmentopportunities@troyny.gov; OR fax to 518-268-1686